

THIRD PARTY CONTRACT PROCESSING

PROCEDURES

1.1 Add Third Party Contract Header Records

Completing The Procedure

<u>Cross-Reference</u>	<u>Steps</u>
	1. Determine if a requirement may be processed directly in the contract database.
AGCY 4: AGCY	Purchasing Agency must be a valid and active agency in the AGCY Table. Requisitioning Agency must be a valid and active agency in the AGCY Table. Master Delivery Agency must be a valid and active agency in the AGCY Table.
AGCY 4: AADR	Master Delivery Sub-Agency , combined with ship-to agency, must be a valid and active sub-agency in the AADR Table.
AGCY 4: ABUY	Buyer Code , combined with purchasing agency must be a valid buyer code record in the ABUY Table.
INST 4: BTAB	Document Type must be a valid entry in BTAB Table DK (Document Type - Contract).
INST 4: BAAT	User must have access and maintenance authority in the BAAT Table for the purchasing agency records to process this screen.
INST 4: BINS	Fiscal Year must be current of within contract processing grace dates in BINS Table.
COMM 4: COM2	Class/Sub Class must be a valid and active commodity record in the COMM Table.
VEND 4: VEND	Vendor Number must be a valid and active vendor record in the VEND Table.
	2. Add contract header records in AGPS.
KONT 4: KDIR	a. If you are not in the KDIR screen, type KDIR in the Function Line and press RETURN/ENTER. b. Type CLEAR in the Function Line and press RETURN/ENTER. Screen data entry fields should be blanked and ADD inserted in the Function Line. c. Using the TAB key, move to Contract Number field and type NEXT .

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Cross-Reference

Steps

- d. Using the TAB key, move to Contract Title field and type desired contract title line 1. If line 1 is insufficient, move to line 2 and continue title.
- e. Using the TAB key, move to Vendor Number field and type desired vendor number.
- f. Using the TAB key, move to Document Type field and type desired contract document type. Allowed entries are **TP** (Third Party), **LF** (LEAF contract), **SW** (Statewide Competitive Contract), and **BW** (Statewide Brand Name Contract).
- g. Using the TAB key, move to Purchasing Agency field and type desired purchasing agency.
- h. Using the TAB key, move to Buyer Code field and type desired buyer code.
- i. Using the TAB key, move to Req Agency Number field and type desired requisitioning agency.
- j. Using the TAB key, move to Ship-To Agency field and type desired ship-to agency number. Group (GRPxxx) and Region (Rxx) are not allowed on the KDIR header. If the contract is for a group or region, the group or region can be specified on the KON2 header or the KLI2 line.
- k. Using the TAB key, move to Ship-To Sub field and type desired ship-to sub-agency number.
- l. Using the TAB key, move to Vendor Discount field and type desired prompt payment discount terms.
- m. Using the TAB key, move to PCNT field and type desired prompt payment discount percentage.
- n. Using the TAB key, move to Period field and type desired prompt payment discount period.
- o. Using the TAB key, move to Net field and type desired prompt payment discount net period.
- p. Using the TAB key, move to Delivery Terms field and type desired delivery terms.

1.2 Change Contract Header Records

Overview The AGPS user is provided the capability to maintain individual contract header records in the contract database. This is accomplished by use of the KDIR, KONT or KON2 screens.

Inputs

- ! Required contract number
- ! Required changes to contract header record

Outputs

- ! Updated KONT Table

Completing The Procedure

<u>Cross-Reference</u>	<u>Steps</u>
	1. Determine contract record to be changed and the required changes.
KONT 4: KONT	Contract Number must be a valid and active record in the KONT Table.
AGCY 4: AGCY	Purchasing Agency must be a valid and active agency in the AGCY Table.
	Requisitioning Agency must be a valid and active agency in the AGCY Table.
	Master Delivery Agency must be a valid and active agency in the AGCY Table.
AGCY 4: AADR	Master Delivery Sub-Agency , combined with ship-to agency, must be a valid and active sub-agency in the AADR Table.
AGCY 4: ABUY	Buyer Code , combined with purchasing agency must be a valid buyer code record in the ABUY Table.
INST 4: BTAB	Status Code must be a valid entry in BTAB Table SK (Status Code - Contract).
	T-Number must be a valid entry in BTAB Table TA (T-Number).
	Method of Operation must be a valid entry in BTAB Table MO (Method of Operation).
	Item Report Indicator must be a valid entry in BTAB Table IR (Item Rpt Indicator).

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1.2 Change Contract Header Records

<u>Cross-Reference</u>	<u>Steps</u>
	Brand Report Index must be a valid entry in BTAB Table BR (Brand/Vendor Rpt Index).
INST 4: BAAT	User must have access and maintenance authority in the BAAT Table for the purchasing agency records to process this screen.
INST 4: BINS	Fiscal Year must be current of within contract processing grace dates in BINS Table.
COMM 4: COM2	Class/Sub Class must be a valid and active commodity record in the COMM Table.
VEND 4: VEND	Vendor Number must be a valid and active vendor record in the VEND Table.
	2. Change third party contract header records in AGPS using KDIR.
KONT 4: KDIR	<ul style="list-style-type: none">a. If you are not in the KDIR screen, type KDIR in the Function Line and press RETURN/ENTER.b. Type INQUIRE in the Function Line.c. Using the TAB key, move to Contract Number field and type desired contract number.d. Press RETURN/ENTER. Requested contract header record should be displayed.
	3. Type CHANGE in the Function Line.
	<ul style="list-style-type: none">a. Using the TAB key, move to Contract Title field and type desired contract title line 1. If line 1 is insufficient, move to line 2 and continue title.b. Using the TAB key, move to Vendor Number field and type desired vendor number.c. Using the TAB key, move to Document Type field and type desired contract document type. Allowed entries are TP (Third Party), LF (LEAF contract), SW (Statewide Competitive Contract), and BW (Statewide Brand Name Contract).d. Using the TAB key, move to Purchasing Agency field and type desired purchasing agency.

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Current processing date.
Time	8	Protected. Current processing time.
Term	8	Protected. Inferred terminal ID for user logged onto AGPS and using this transaction screen. Assigned by system.
Contract Number	10	Unprotected. Key. Required. If left blank on inquiry, the system will return with the first contract in the database. If input on inquiry, the system will return with the contract specified.
Contract Title 1,2	2x40	Unprotected. The two lines of the title of the contract.
Status Code	3	Protected. Reflects the status code of the contract. Defaults to status code 505 on add.
Status Title	30	Protected. The interpretation of the status code from BTAB Table SK (Status Code - Contract).
Vendor Number	11	Unprotected. This is the vendor code for the awarded vendor for this direct entry contract.
Vendor Name	30	Protected. The name of the vendor from the VEND table.
Document Type	3	Unprotected. Required. The document type of the contract. Allowed entries are TP (Third Party), LF (LEAF contract), SW (Statewide Competitive Contract), and BW (Statewide Brand Name Contract).
Type Title	30	Protected. The interpretation of the document type from BTAB Table DK (Document Type - DK).
Purchasing Agency	6	Unprotected. The number of the agency that is responsible for the maintenance of the contract.
Agency Name	30	Protected. The name of the agency from the AGCY table.
Buyer Code	3	Unprotected. The code of the buyer responsible for the administration of the contract. If changed the buyer code must be part of the purchasing agency record in the ABUY table.
Buyer Name	30	Protected. The name of the buyer from the ABUY table.

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DOCUMENTS

KDIR: Direct Contract Entry Screen

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Req Agency Number	6	Unprotected. This is the requisitioning agency of the contract. Must be a valid entry in the AGCY table.
Agency Name	30	Protected. This is the name of the requisitioning agency from the AGCY table.
Ordering Status	1	Protected. This indicator shows whether or not the contract is ready for use. Default on add is 2 - Inactive.
Status Title	30	Protected. The interpretation of the ordering status from BTAB Table CO (Contract Ordering Status).
Ship To Agency	6	Unprotected. The inferred master ship to agency for direct entry contract.
Ship To Sub	6	Unprotected. The inferred master ship to sub-agency for direct entry contract.
Ship To Agency/Sub-Agency Name	35	Protected. Inferred master ship to agency/sub-agency name from the AADR Table.
Vendor Discount	20	Unprotected. Inferred vendor prompt payment discount terms from the direct entry contract.
PCNT	2.2	Unprotected. Inferred vendor prompt payment discount percentage from the direct entry contract.
Period	3	Unprotected. Inferred vendor prompt payment discount period from the direct entry contract.
Net	3	Unprotected. Inferred vendor prompt payment discount net (00.00%) period from the direct entry contract.
Delivery Terms	20	Unprotected. Inferred vendor delivery terms from the direct entry contract. Must be spaces if ALT equal Y .
Days	3	Unprotected. Inferred vendor delivery terms days after receipt of an order from the direct entry contract. Must be spaces or 0 if weeks greater than spaces or ALT equal Y .
Weeks	3	Unprotected. Inferred vendor delivery terms weeks after receipt of an order from the direct entry contract. Must be spaces or 0 if days greater than spaces or ALT equal Y .